

**CIVIL AIR PATROL
National Headquarters
Maxwell AFB AL 36112-6332**

**CHANGE 1
CAPR 10-1
22 December 1997**

Administrative Communications

PREPARING AND PROCESSING CORRESPONDENCE

CAP Regulation 10-1, 1 October 1996, is changed as follows:

Page-insert Change.

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New or revised material is indicated by an asterisk*.

OPR: MSA

Distribution: In accordance with CAPR 5-4.

CIVIL AIR PATROL FUNCTIONAL ADDRESS SYMBOLS

The following functional address symbols apply to all units unless otherwise indicated and should be used when corresponding to units below National Headquarters. These address symbols are shown by functional areas and should not be construed as duty titles. The exact duty titles are covered by other directives.

COMMANDER	CC
Vice Commander.....	CV
Deputy Commander.....	CD
CHIEF OF STAFF	CS
First Sergeant.....	CCF
(Use for Cadet/Composite Squadrons <u>ONLY</u> .)	
ADMINISTRATION	DA
FINANCE	FM
OPERATIONS	DO
Counterdrug.....	DOC
Emergency Services.....	DOS
Standardization/Evaluation Officer.....	DOV
*COMMUNICATIONS	DC
PERSONNEL	DP
AEROSPACE EDUCATION	ET
CHAPLAIN	HC
INSPECTOR GENERAL	IG
LEGAL OFFICER	JA
*GOVERNMENT RELATIONS ADVISOR	GRA
LOGISTICS	LG
Supply Officer.....	LGS
Transportation Officer.....	LGT
Maintenance Officer.....	LGM
PUBLIC AFFAIRS	PA
SAFETY	SE
MEDICAL OFFICER	SO
AEROSPACE EDUCATION AND TRAINING	ET
Aerospace Education.....	ETA
Senior Training.....	ETS
CADET PROGRAMS	CP
Registrar	CPR
Special Activities	CPS
PLANS AND PROGRAMS	XP